

2020 Census

Countywide Outreach Complete Count Committee Census Action Kiosk (CAK) Subcommittee Meeting

April 17, 2019

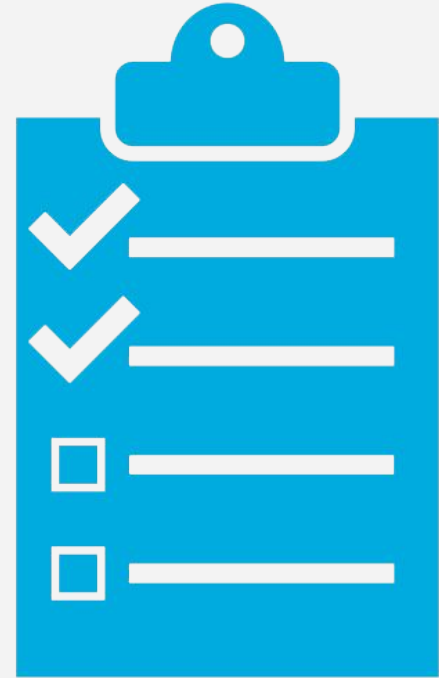
Los Angeles City Hall East, Room 351



Agenda

1. Welcome and Introductions
2. CAK Requirements
3. Updated Draft of CAK Website
4. Operational Timeline
5. CAK Site Sign-Up Survey
6. SwORD, Mapping CAK Locations
7. Next Meeting
8. Questions, Answers and Announcement

For information: <http://census.lacounty.gov>





1. Introductions

Maria Garcia, Mayor's Office, City of Los Angeles
Dorothea Park, Office of the CEO, County of Los Angeles



2. CAK Requirements

Maria Garcia, Mayor's Office, City of Los Angeles

Jayson Joseph, Information Technology Agency, City of Los Angeles

Jonathan Luu, Information Technology Agency, City of Los Angeles

CAK Requirements

- ❑ Have at least one (1) computer(s) with internet access available to the public for the purposes of engaging HTS populations especially those with limited or no internet access at home
- ❑ Use CAK Webpage
- ❑ Maintain hours of operation
- ❑ Available for activation period between March 2020 to July 2020
- ❑ Outfit computer stations with marketing/branding material
- ❑ ADA Accessible. NOTE: Locations that are not ADA accessible may still be considered dependent on need



(Image of CAK Prototype)

CAK Requirements (Continued)

- ❑ Have available staff and/or volunteers on-site that are trained by the City, County or community partners to:
 - ❑ Direct people to the 2020 Census questionnaire
 - ❑ Answer resource and information-based questions
 - ❑ Provide language assistance
 - ❑ Provide digital-literacy assistance
- ❑ Locations that do not have staff will work with the City, County, or community partner organizations to identify and recruit volunteers



(Image of CAK Prototype)

CAK Soft/Hardware Requirements

Since the CAK interface will be completely on the web, computers designated as a CAK just need to run the newest versions of a modern web browser like Chrome, Firefox, or Internet Explorer. While it is not required, we recommend that the internet speed for CAKs be a minimum of 5Mbps. This will ensure users do not experience delays navigating the site. Below are the minimum system requirements to run browsers:

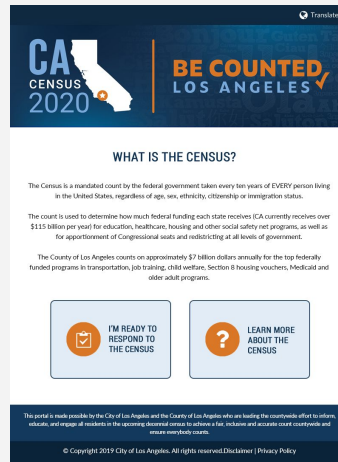
Windows Machines (all requirements must be met)

- At least an Operating System running Windows 10 or later
- At least an Intel Pentium 4 processor or later
- At least 100 MB of free hard drive space
- At least 128 MB of RAM

Mac Machines

- OS X Yosemite 10.10 or later





3. Updated Draft of CAK Website

Maria Garcia, Mayor's Office, City of Los Angeles

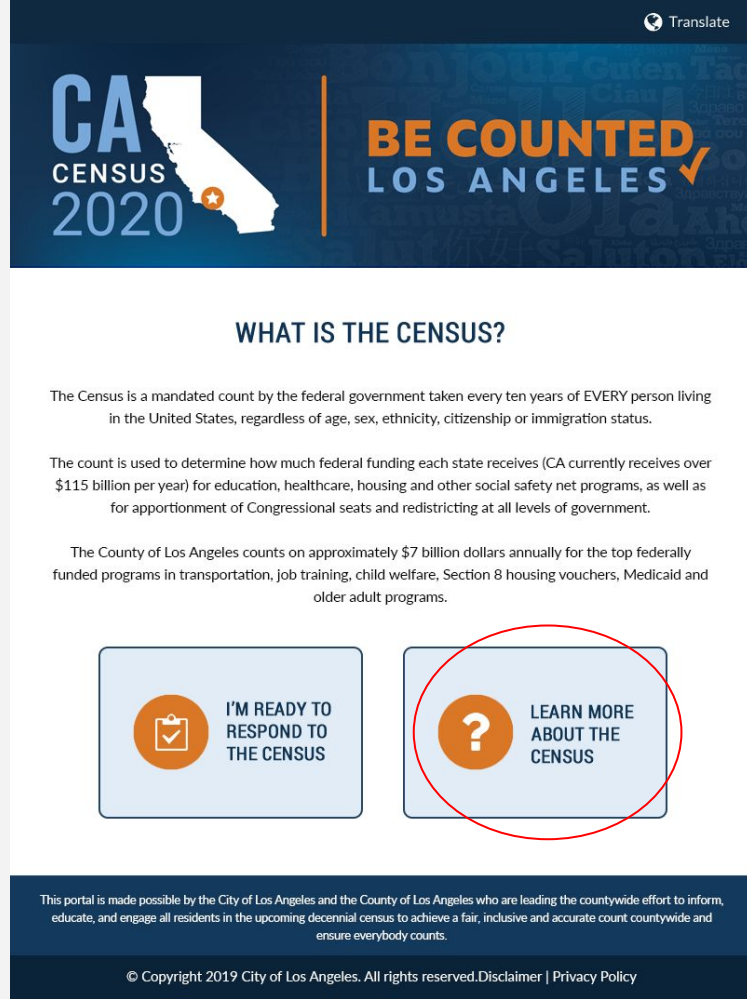
2nd Draft of CAK Webpage

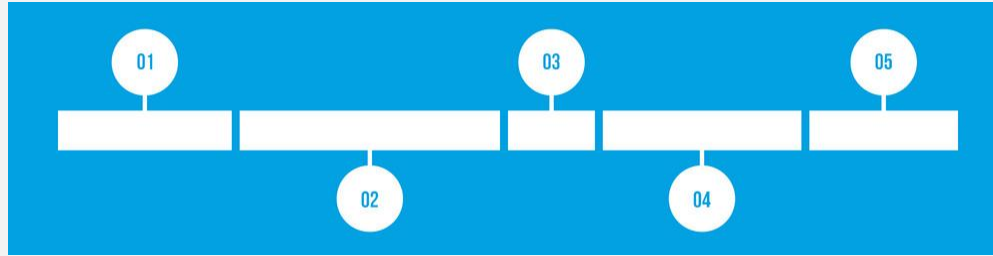
- Now centered on 2 user experiences
 - 1: “I’m ready to respond to the Census”
 - 2: “Learn more about the Census”
- Google translate enabled
- U.S. Workforce Rehabilitation Act, Section 508 Compliant
- **What other features are necessary?**

Please provide feedback by **May 17, 2019**. You can access the draft webpage at:

<https://xd.adobe.com/view/cdebf5ad-9cfe-401a-4709-4372c7753b42-bbda/?fullscreen>

To comment click ESC to get out of the full screen and a comment bar should appear on the right.





4. Operational Timeline

Maria Garcia, Mayor's Office, City of Los Angeles

CAK Timeline



CAK Milestones

DEADLINE for signing up as a
CAK location: **May 17, 2019**

Final list of CAK locations
available: December 18, 2019

CAK Website Test Day: January 8,
2020

CAKs operational countywide:
March 2, 2020

Solicit feedback: April 15, 2020



CAK Timeline and Milestones

DATE	ACTIVITY
April 17, 2019	CAK subcommittee meeting
May 17, 2019	Deadline to sign up CAK location
June 19, 2019	CAK subcommittee meeting
June 19-July 17, 2019	CAK potential locations community review period and identification of gaps
June 19-July 17, 2019	CAK website community review period
August 21, 2019	CAK subcommittee meeting
August 21-September 18, 20	Community Review period for Translated version of home page and FAQ page
October 16, 2019	CAK subcommittee meeting <ul style="list-style-type: none"> Updated versions of English and translated CAK website available
November 13, 2019	Deadline for all official CAK hosts to confirm location information
December 18, 2019	CAK subcommittee meeting <ul style="list-style-type: none"> Final list of CAK locations available
January 8, 2020	CAK website test day
February 19, 2020	CAK subcommittee meeting <ul style="list-style-type: none"> CAK outreach and sharing CAK locator tool
March 2, 2020	CAK's Operational Countywide
March 12, 2020	U.S. Census Bureau launches 2020 Census Online Questionnaire
April 1, 2020	Census Day
April 15, 2020	CAK subcommittee meeting <ul style="list-style-type: none"> Solicit usage feedback
May 13, 2020	Non-Response Follow Up Period begins
June 17, 2020	CAK subcommittee meeting
July 31, 2020	Last day for self response



5. CAK Site Locator Survey

Maria Garcia, Mayor's Office, City of Los Angeles

CAK Site Survey

Online survey contents:

1. Introductory letter about purpose of the CAK sites
2. Contact information for your lead person for 2020 Census
3. For each potential CAK site:
 - Site location name, address, phone, etc.
 - Number and types of computers available there
 - Days and hours of operations, including staff availability and language populations served there
 - Facility information (ADA accessible, type of facility, ownership of facility, etc.)
 - Parking and public transportation access
 - Photo of main entrance or street view

**CAK Site Survey Link to enter
CAK sites:**

[https://www.surveymonkey.com/r/
LACensus2020-CAKSites](https://www.surveymonkey.com/r/LACensus2020-CAKSites)

**DEADLINE for signing
up as a CAK location:
May 17, 2019**



6. SwORD Mapping CAK Locations

Cecil Flournoy, CA Complete Count

Irving Pacheco, CA Complete Count



Introduction to SwORD Video

<https://www.youtube.com/watch?v=3k8WDqxoBOg>



7. Next Meeting

June 19, 2019 -- hosted by the County of Los Angeles

(Meeting room to be determined)

Next Meeting Topics

- Potential CAK sites mapped
- 3rd Iteration of CAK website

CAK Sub-Committee Meeting Schedule

- 3rd Wednesday, Every other month through June 2020 at 9:30 AM
 - June 19, 2019; *Hosted by the County of Los Angeles
 - August 21, 2019; *Hosted by the City of Los Angeles
 - October 16, 2019; *Hosted by the County of Los Angeles
 - December 18, 2019; *Hosted by the City of Los Angeles
 - February 19, 2020; *Hosted by the County of Los Angeles
 - April 15, 2020; *Hosted by the City of Los Angeles
 - June 17, 2020; *Hosted by the County of Los Angeles

*Meeting room locations TBD

8. Questions, Answers and Announcements

Contact Information

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Thank you